



American Samoa Community College
Admission Office
IN-HOUSE EMPLOYMENT OPPORTUNITY

Position Title: **Admission Recruiter**
Employment Status: Full-Time/12-Month (Career Service)

General Description:

The Admission Recruiter works under supervision of the Admissions Officer to provide specific administrative and technical enrollment services, which includes traveling to high schools in Tutuila and Manu'a to recruit students to transition to ASCC.

Job Duties and Responsibilities:

Administrative

- Coordinate and prepare Admission applications review, verification of documentations and copies (SS numbers/card, Passport or ID and Birth Certificate, HS Diploma, ACT or SAT, Letters of Recommendations from HS Counselor/Principal, HS Official Transcript and Parents Consent Letter) and other requirements for all interested students, including Transfer and Non-Degree students;
- Implement and monitor Admission office activities and assist all students in completion of admission applications;
- Ensure compliance with FERPA Rules and Regulations with all Admission tasks and responsibilities;

Technical

- Coordinate and prepare all Admission applications, to include list and database for all student information for Admission purposes prior to moving all applications to the Records Office for filing.
- Perform data-entry and database projects on a daily basis. Enter data and input changes in student files as required. Assign student advisor.
- Review and provide solutions to incoming and outgoing requests for information from the public regarding applications, supporting documents, test dates, etc.
- Assist the Admissions Officer and office with New Student Orientation, Admission Night and other educational activities each semester; Visit all High Schools, travel to Manu'a and work with Admission Outreach Counselor and other ASCC personnel to recruit and provide all necessary efforts to transition students to ASCC

Reporting

- Prepare and report on all applications received (New Student Database), student information, method of placement (Placement, ACT, SAT), etc.
- Perform related duties as assigned by Admission Officer

Minimum Qualifications:

- Bachelor's Degree in Education or related field

- Two to three years of directly-related experience with student services or admission to higher education tasks and responsibilities.
- Able to travel to outer islands to work with high school officials and students
- Good public speaking skills, excellent oral and written communication;
- High level of initiative and the ability to work productively

Salary: Salary will be commensurate with degree and experience.

Application Deadline: January 6, 2021 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing ascchumanresources@amsamoa.edu.

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